

City of Chattanooga, TN
Personnel Class Specification

Class code 0311

FLSA: Exempt

CLASSIFICATION TITLE: MUNICIPAL FORESTER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the city's urban forestry program which involves directing the city's tree service operations, enforcing the city's tree ordinance, and implementing the city's Master Street Tree Plan.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Plans, directs and supervises the work of the city's tree service crew, through a subordinate supervisor; directs the planning and prioritization of tree work; coordinates crew work with other city departments; reviews and approves service requests; hires and trains crew personnel.

Prepares and maintains the city's Master Street Tree Plan.

Prepares an annual tree planting plan; maintains tree inventory on city right-of-way property;

Prepares administrative documents including the division's annual budget request and annual program report.

Enforces the city's tree ordinance; issues or denies permits for tree planting, maintenance and removal; inspects tree service work on public property;

Serves as liaison to city departments in coordinating activities related to the city's urban forestry program and tree service work.

Coordinates the distribution of the Gordon Lee Farm Harvest.

Interacts with city staff and officials, utility companies, contractors, architects, engineers, commercial nurseries, state forestry officials, community groups, schools, news media, and others.

Plans and conducts public education programs on the city's tree ordinance; provides information and explanations to the general public; makes speeches to community groups; responds to inquiries from property owners.

Establishes and maintains various records and files including data on the city's trees inventory, service requests, and work histories.

Prepares and administers the city's contract for tree removal and pruning services; supervises contract work; coordinates contract work with in-service crew.

Purchases supplies for the division; develops specifications for capital equipment purchases.

Prepares attendance records, overtime reports, tree planting lists, activity reports, purchase requisitions, service requests, budgets, and other forms and documents.

Reviews billing invoices, architectural and landscaping plans, service requests, investigation reports, soil test results, and other forms and documents.

Provides technical assistance to other groups and programs including the Tree Advisory Commission and the Greenways Program.

Operates a dump truck, front-end loader and other heavy equipment in loading, unloading and transporting trees and landscaping materials.

Responds to emergency calls in circumstances of disasters, inclement weather, accidents and others requiring immediate action in removing trees, limbs, and other debris from roadways and public areas.

Inspects work sites to determine proper course of action for removing and trimming trees; determines whether trees are located in city right-of-way or on private property; discusses scope of project with property owners.

Inspects infested trees; identifies problems and corrective measures needed; applies chemicals, fertilizers, and other materials to trees.

Refers to city ordinances, technical manuals, guidebooks, city maps, textbooks and other documents in performing assigned job duties.

ADDITIONAL FUNCTIONS

Performs all duties of the city's tree service crew as needed.

Performs routine clerical duties including typing, copying and filing correspondence, memos and forms.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in urban forestry, landscape architecture, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes tree service supervision and arborist work; or any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Commercial Driver's License (CDL) including appropriate endorsement(s). State certification in the use of pesticides and other chemicals may be required. Certification as an arborist with the International Society of Arboriculture (ISA) is desired.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting,

carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.